



SUBSTANDARD BUILDING BOARD MEMORANDUM

FROM: The Neighborhood Services Department **DATE:** October 14, 2025
SUBJECT: Election of Chair and Vice Chair
PRESENTER: Kristin James, Assistant Director of Neighborhood Services

SUMMARY:

The Substandard Building Board members shall elect one member of the Board as Chairman and one member as Vice Chairman.

GENERAL DESCRIPTION:

The Chairman shall preside at all meetings, shall decide all points of order or procedure, and, as necessary, shall swear in witnesses or compel their attendance. In the absence of the Chairman, the Vice-Chairman shall act in the Chairman's absence and shall have the same authority as the Chairman.

RECOMMENDATION:

Substandard Building Board Members elect Chair and Vice Chair.